

# **Exhibit**

# **K**

**DOLLAR GENERAL EMPLOYMENT FORM**

**[REDACTED]** 0664  
Social Security Number

PRINT name below as it appears on the SOCIAL SECURITY CARD to ensure the Social Security Administration properly credits social security benefits. Managers should visually inspect the social security card. Name printed below MUST match card.

EDDY DEBRA L Deb / Debbie  
Last Name First Name Middle Initial Preferred Name

**Physical or Residential Address – (Where you LIVE)**

719 Thomas Run Road  
Street Address (NO P.O. Boxes) Apt #  
Blacksville WV  
City State  
26521 Monongalia  
Zip Code County (REQUIRED)

**Mailing Address – (Where you receive MAIL)**  
(if different than "Physical" Address)

Street Address Apt #  
P.O. Box (if applicable)  
City State Zip Code

Home Phone Number: **[REDACTED]**  
Area Code

Date of Birth 02-19-62  
Maiden Name Simms

Marital Status: Gender:  
☐ Single ☒ Female  
☒ Married ☐ Male

**RACE/ETHNICITY**  
☐ Asian ☐ Hawaiian Native or Other Pacific Islander  
☐ Alaskan Native ☐ Hispanic/Latino  
☐ American Indian ☒ White  
☐ Black ☐ Multi-Racial (having parents of different races)

**Emergency Contact Information**

Name: Jacob Eddy ☐ Friend ☒ Relative  
Phone Number: **[REDACTED]** How is this person related to you? Husband

**EMPLOYER SECTION**

YES ☒ NO ☐ Is the primary reason for hiring this employee to: fix/replace/set-up a new store, relocate or permanently close a store, conduct disaster/remodeling work, conduct any other type of project work with an assigned duration for completion, or work ONLY during seasonal months/peak times as his/her regular job?

YES ☐ NO ☐ If "NO" was checked above, will the employee average working 30 or more hours a week?

DATE HIRED: 8/25/05  
☒ New Hire OR ☐ Rehire

Store Number 9880 Is this a Market Store? ☐ YES ☐ NO  
Market Store Department  
☐ Produce ☐ Dairy/Meats ☐ Dry Gds/Stocking

Employee's Position: (Check one below)  
☐ Store Manager ☐ Assistant Manager ☒ Clerk  
☐ Lead Clerk (3<sup>rd</sup> key) ☐ Learning Center Intern  
☐ Market Store Co-Manager

Hourly Base Rate \$ 5.35  
OR  
Annual Base Salary \$ \_\_\_\_\_  
(Store and hourly employees paid weekly. All others paid semi-monthly. Weekly paychecks are distributed to the work location each Friday before midnight.)

**DC and Corporate ONLY**

Process Level (Location) \_\_\_\_\_  
Cost Center (Department) \_\_\_\_\_  
Job Code/Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Shift Code \_\_\_\_\_ Wk Schedule \_\_\_\_\_  
Status ☐ AF ☐ AP ☐ AT

**Additional Contact Information**

Cell Phone: **[REDACTED]**  
Fax Number: ( ) N-A

This document is intended to comply with Section 4-10-3 of the S.C. Code of Laws, 1976, as amended.

[Signature]  
Employee Signature (I certify the above information is correct)  
Date: 8-23-05

☒ [Signature]  
Manager/Supervisor Signature  
Date: 8/25/05

White=HR

Yellow=Employee

Pink=Manager

**EXHIBIT 11**  
Witness Eddy  
Date 6/19/12  
Connie Nichols, Rptr.





0664  
EDDY, DEBRA L  
Store Manager Name  
9880  
Score Number

### DOLLAR GENERAL 2006 Store Manager Performance Review

ED MARISNICK  
District Manager Name  
245  
District Number  
TIM LESTER  
Area Manager Name  
12  
Area Number  
2/19-07  
Review Date

#### I. BUSINESS RESULTS AND OPERATIONS

Assess operational performance. Use results from the Store Visit Scorecard, Monthly Store Report, Weekly Store Summary and your general observations to assess the employee's ability to meet performance expectations.

#### RATINGS

1.00 - Needs Improvement  
2.00 - Meets Expectations  
3.00 - Exceeds Expectations

MEASUREMENTS	REVIEW	REVIEW	REVIEW	SCORE	COACHING NOTES
<b>Sales vs. Plan</b> • Review sales budget and actual sales with store team. • Discuss performance, plans and strategies are set according to the scheduled date. • Generate and implement sales building ideas for driving profit. • Discuss daily reducing returns focusing on customer service.	10	3	3	300	Sales very good T/Y focus on a better instock to keep sales going
<b>Theft Management</b> • Ensure completion and understand the use of the Theft Awareness Program, Cashier Analysis Log and Theft Audits. • Assess loss prevention inventory levels. • Ensure proper theft handling. • Clear Transaction Chart on a monthly basis. • Ensure accuracy of vendor receipts using the log.	10	2.5	2.5	250	Challenge T/Y with the shrink against T/Y - focus on all avenues
<b>Profit Improvement</b> • Review the Monthly Store Report for to assess control opportunities such as utilities, supplies, etc. and take action. • Monitor store labor % and dollar to plan.	10	3	3	300	Profit very good, don't lose sight of all expenses
<b>Basket Size</b> • Carts and baskets are available for customers and offered by employees. • Ensure associates at the register are suggesting add-on items. • Train if the need is displayed and signed.	5	2	2	100	made 2 Q's T/Y, need add on items to make all Q's.
<b>Store Cleanliness</b> • Store exterior and interior (including parking lot) are clean and well presented every day. • Checkouts, shelves and aisles are clean. • Backroom is clean and organized. • Cleanliness and appearance of store is maintained between maintenance visits with regular sweeping and mopping.	10		2	200	Store is always clean + organized. Spot mop daily where needed
<b>Store Friendliness</b> • Ensure store team delivers quality customer service. • Greet and thank customers. • Offer assistance to customers. • Create a friendly environment.	5		3	150	Friendly + outgoing team
<b>Store Success Procedures</b> • Store schedule and expansion are completed properly and noted on logs. • Ensure sales floor is consistently restocked. • Address damages are kept current, and markdown cart is in use.	5		3	150	Keep after damages weekly to get back in stock
<b>I. Category Score (55% of Total)</b>					1450

White Copy: Imaging Department Yellow Copy: Employee Pink Copy: Manager

EDDY, DEBRA L  
Store Manager Name  
9880  
Score Number

### DOLLAR GENERAL 2006 Store Manager Performance Review

ED MARISNICK  
District Manager Name  
245  
District Number  
TIM LESTER  
Area Manager Name  
12  
Area Number  
2/19-07  
Review Date

#### II. PEOPLE MANAGEMENT

Assess the employee's ability to create and manage a strong team that contributes to long business success. Use measures and observations of categories below to assess performance levels. Write Coaching Notes to help improve performance or to reinforce good performance.

#### RATINGS

1.00 - Needs Improvement  
2.00 - Meets Expectations  
3.00 - Exceeds Expectations

LEADERSHIP RESPONSIBILITIES	REVIEW	REVIEW	REVIEW	SCORE	COACHING NOTES
<b>Demonstrated Leadership and Management Ability</b> • Schedule, plan and delegate the work. • Model Servant Leadership to store team and customers. • Provides positive reinforcement. • Address coaching opportunities and administrative coaching as necessary. • Resolves conflict.	10	3	3	300	Does a good job coaching when needed gives positive Reinforcement
<b>Team Effectiveness and Strength</b> • Offers advice and support to assist in helping them succeed. • Provides an environment that encourages innovation and unity. • Cross train team members on all operational functions. • Motivates employees to work well together. • Low conflict and minimal employee resistance.	10	2	2	200	need to try to keep a team to make them stronger.
<b>Trained and Developed Team</b> • Assistant manager is well trained and able to oversee the store in the store manager's absence. • Sales associates receive orientation, training and guidance. • Includes development plans for employees with upward potential.	10	2	2	200	Asst manager needs to step up + follow in Debb's absence.
<b>Staffing</b> • Hire and release productive team members. • Assist store manager and sales associates turn in materials. • Place a priority on filling open positions.	10	2	2	200	Sales Associates are hard to retain. Continue to teach / train
<b>Employee and Customer Safety</b> • Operates a safe environment that minimizes the risk for employees and customer accidents. • Implements and enforces effective stocking practices that reduce repetitive lifting activity.	5	2	2	100	following guidelines in this category
<b>II. Category Score (45% of Total)</b>					600

TOTAL PERFORMANCE REVIEW SCORE			
I. Category Score	1450	II. Category Score	600
		Total Performance Review Score	

**CORPORATE COMPLIANCE**  
Have you complied with all corporate policies and business practices?  
Self: ☒ YES ☐ NO  
Rater: ☒ YES ☐ NO  
Signature: *Debra Eddy* Date: 2/19/07  
Signature: *Ed Marisnick* Date: 2/14/07  
Signature: *Tim Lester* Date: 2/23/07

OVERALL PERFORMANCE REVIEW SCORE: 2050  
White Copy: Imaging Department Yellow Copy: Employee Pink Copy: Manager



Employee Identification Number	9880	1
Debra Eddy		
Store Manager Name		Store Number

**DOLLAR GENERAL****2007 Store Manager Performance Review****II: PEOPLE MANAGEMENT**

Assess the employee's ability to assist in creating and managing a strong team that contributes to total business success. Use measures and observations of categories below to assess performance levels. Write Coaching Notes to help improve performance or to reinforce good performance.

**RATINGS**

O - Outstanding  
 VG - Very Good  
 G - Good  
 NI - Needs Improvement  
 U - Unsatisfactory

		4B	5B
LEADERSHIP RESPONSIBILITIES	WEIGHT	RATING	COACHING NOTES
<b>Demonstrated Leadership and Management Ability</b> • Schedules, plans and delegates the work • Models Serving Others to store team and customers • Provides positive reinforcement • Addresses coaching opportunities and administers counseling as necessary • Resolves conflict • Ensures that company policies and procedures are followed	10	O	The store has a positive environment. There is little conflict among the employees. Good job in regards to suggestive selling and literacy collection. You have good leadership abilities and are able to teach and coach effectively.
<b>Team Effectiveness and Strength</b> • Offers advice and insight to others to help them succeed • Provides an environment that encourages cooperation and unity • Cross trains team members on all operational functions • Motivates employees to work well together • Low conflict and minimal employee relations incidents	10	G	You have good team cohesiveness. Give good guidance to your team and promote teamwork. Use the recognition certificates to thank your employees every week for something they've achieved.
<b>Trained and Developed Team</b> • Assistant manager is well trained and able to operate the store in the store manager's absence • Sales associates receive orientation, training and guidance • Initiates development plans for employees with upward potential • Delegates appropriately	5	VG	Give good communication with your management staff regarding the communication center and its uses. Use the new employee orientation guide to train employees. Review the weekly summary with your ASM and LC every week.
<b>Staffing</b> • Hires and retains productive team members • Assistant store manager and sales associate turn is minimal • Places a priority on filling open positions	15	NI	You have had high turnover over this year. Again, use the orientation guide to train new employees, and assign a buddy for development.
<b>Employee and Customer Safety</b> • Operates a safe environment that minimizes the risk for employee and customer accidents • Implements and directs efficient stocking processes that reduce repetitive lifting activity	5	VG	The sales floor is kept clear of possible tripping hazards. The receiving area is organized and merchandise is clear of the exit.

**6 ASSIGN AN OVERALL PERFORMANCE REVIEW RATING:**

<input type="radio"/> Outstanding	<input checked="" type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Needs Improvement	<input type="radio"/> Unsatisfactory
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**7 SIGN AND DATE**

Store Manager Signature	Date
<i>Debra Eddy</i>	2/19/08
Direct Manager Signature	Date
<i>[Signature]</i>	2/19/08
Region Manager Signature	Date
<i>[Signature]</i>	2/14/08

**8 CHECK YES OR NO**

Have you complied with our Code of Business Conduct and Ethics this year?	SELF <input checked="" type="radio"/> YES <input type="radio"/> NO	To your knowledge, have you complied with all applicable laws and regulations while acting on our behalf?	<input checked="" type="radio"/> YES <input type="radio"/> NO
	RATER <input checked="" type="radio"/> YES <input type="radio"/> NO		<input checked="" type="radio"/> YES <input type="radio"/> NO

**CORPORATE COMPLIANCE**  
 Failure to adhere to corporate compliance will result in an overall unsatisfactory rating and may include disciplinary action up to and including termination.



Employee Identification Number	9880	1
Store Manager Name	Debra Eddy	Store Number

<b>DOLLAR GENERAL</b>				<b>2007 Store Manager Performance Review</b>			
2	District Manager Name	Michael C. Giles	District Number	245	Division Number	1	
	Region Manager Name	Tim Lester	Region Number	12	Review Date	2/12/2008	

**I. BUSINESS RESULTS AND OPERATIONS**

Assess operational performance. Use results from the Store Visit Scorecards, Monthly Store Report, Weekly Store Summary and your general observations to summarize the employee's ability to meet performance expectations.

**RATINGS**

O - Outstanding  
 VG - Very Good  
 G - Good  
 NI - Needs Improvement  
 U - Unsatisfactory

MEASUREMENTS	WEIGHT	3	4A	5A
		RESULT	RATING	COACHING NOTES
<b>Sales vs. Plan</b> <ul style="list-style-type: none"> <li>Reviews sales budget and actual sales with store team</li> <li>Ensures planograms, planners and endcaps are set according to the scheduled date</li> <li>Generates and implements sales building ideas for driving profit</li> <li>Ensures daily restocking occurs</li> <li>Focuses on customer service</li> </ul>	15	104 46%	O	Great job on sales! Continue to focus team on customer service. Push team to suggestive sell and merchandise impulse areas for additional sales. Keep ensuring all planograms and planners are finished on a timely basis. Make finishing the stocking process in two days is a priority and the team restocks everyday. Push to have no freight in the receiving room.
<b>Shrink Management</b> <ul style="list-style-type: none"> <li>Ensures completion and understands the use of the STARS Shrink Poster, Transaction Analysis Log and STARS Huddles</li> <li>Always knows the weekly inventory level</li> <li>Ensures proper cash handling</li> <li>Clears Transaction Sheet on a monthly basis</li> <li>Ensures accuracy of vendor receipts using the HHT</li> </ul>	10	1.63	O	Your team has a good understanding of the communication center, and always has the transaction sheets up to date. You had good cash control throughout the year. Your vendor accuracy was very consistent. Use the TAL to coach employees on average basket, voids, keyed items, and items per second, and communicate to them where they stand everyday.
<b>Expense Management</b> <ul style="list-style-type: none"> <li>Reviews the Monthly Store Report for expense control opportunities such as utilities, supplies, etc. and takes action</li> <li>Manages store labor % and dollars to plan</li> </ul>	5		VG	Good control of expenses to LY. Review your monthly store report consistently to identify areas for improvement. Good labor control throughout the year. Plan and be committed to hit the budgeted hours weekly.
<b>Store Cleanliness</b> <ul style="list-style-type: none"> <li>Ensures that store exterior and interior (including restrooms) are clean and well presented every day</li> <li>Assigns daily cleaning of checkouts, shelves and coolers and follows up</li> <li>Focuses team to maintain a clean and organized receiving area</li> <li>Cleanliness and appearance of floors is maintained between maintenance visits with regular sweeping and mopping</li> </ul>	10		VG	Good job on the overall cleanliness of the store. Continue to be committed to the improvement of our Clean. Assign some every day for the daily cleaning using the EZ planner.
<b>Store Friendliness</b> <ul style="list-style-type: none"> <li>Ensures store team delivers quality customer service</li> <li>Greets and thanks customers</li> <li>Offers assistance to customers</li> <li>Creates a friendly environment</li> </ul>	10		G	Be a good example to your employees. Help customers over all else. Consistently greet and thank customers and make them feel welcome. If there are problems with customers or employees, handle it discretely and in a timely manner.
<b>Store Success Processes</b> <ul style="list-style-type: none"> <li>Store schedule and EZ Planner are completed properly and posted on time</li> <li>Ensures sales floor is consistently recovered</li> <li>Ensures damages are kept current and markdown cart is in use</li> </ul>	5		VG	Ensure the communication center is completed daily, and the EZ planner is being filled out and posted daily. Next is to make sure the employees are checking off the tasks as they are completed and having the managers highlight for verification, especially hourly recovery.

### Certification & Disclosure Form

I certify that:

- I have read Serving Others: Dollar General's Code of Business Conduct and Ethics (our "Code").
- I will comply with our Code's requirements and with any laws and regulations that apply to my work at Dollar General.
- I will immediately report possible Code violations to the ERC, or to another appropriate contact identified in our Code.
- I have listed below (and on any attached pages) all potential conflicts of interest (explained on pages 10-14 of this Code) I may have with Dollar General, regardless of whether or not the potential conflict has been previously disclosed or approved. If I leave this space blank, I certify that I have nothing to report.

- I have listed below (and on any attached pages) any ethical concerns I feel Dollar General should know about. If I leave this space blank, I certify that I have no ethical concerns to report that have not been reported through a method identified in our Code.

I understand and agree that:

- Our Code represents Company policy.
- My signature is a requirement of my employment with Dollar General.
- I can be disciplined for a Code violation and can lose my job even for a first offense.
- Nothing in our Code creates an express or implied contract of employment or modifies the employment-at-will relationship with Dollar General.

Debra Eddy  
Signature

2-11-09  
Date

Store Manager  
Position

DEBRA EDDY  
Print Name

[REDACTED]  
Employee Identification Number

Return the completed Certification and Disclosure Form  
to the Imaging Department in Integrity Place.



Employee Identification Number

Debra Eddy  
Store Manager Name9880  
Store Number

1

**DOLLAR GENERAL****2008 Store Manager Performance Review****II. PEOPLE MANAGEMENT**

Assess the employee's ability to create and manage a strong team that contributes to total business success. Use measures and observations of categories below to assess performance levels. Write Coaching Notes to help improve performance or to reinforce good performance.

**RATINGS**

O - Outstanding  
VG - Very Good  
G - Good  
NI - Needs Improvement  
U - Unsatisfactory

4B

5B

**LEADERSHIP RESPONSIBILITIES**

WEIGHT RATING

**COACHING NOTES****Demonstrated Leadership and Management Ability**

- Schedules, plans and delegates the work
- Models Serving Others to store team and customers
- Provides positive reinforcement
- Addresses coaching opportunities and administers counseling as necessary
- Resolves conflict
- Ensures that all employees follow Company policies and procedures

10

G

In 2009 we must have a leadership of leading by example and motivate your team to their strengths. Set goals for your team and give constant feedback on successes and encouragement and coaching on opportunities. Administer counseling on constant negative behaviors that effect performance and results.

**Team Effectiveness and Strength**

- Offers advice and insight to others to help them succeed
- Provides an environment that encourages cooperation and unity
- Cross trains team members on all operational functions
- Motivates employees to work well together
- Low conflict and minimal employee relations incidents

10

G

Make sure we spend time this year having meetings with our employees to build team unity. Use the approach of being up front with people, having an open door policy to talk about issues, and letting them know that you care about their success.

**Staffing, Training and Developing**

- Assistant manager is well trained and able to operate the store in the store manager's absence
- Sales associates receive orientation, training and guidance
- Initiates development plans for employees with upward potential
- Recognizes positive improvements and accomplishments
- Assigns work as appropriate toward the goal of training and developing employees
- Hires and retains productive team members
- Assistant store manager and sales associate turn is minimal or improving
- Places a priority on filling open positions

10

G

You must train your ASM and LSA to be able to operate the store when you are not there. Continue the training process with SA and any new SA with the new hire orientation checklist. Recognize each person for their accomplishments and coach them for desired results. Work to develop the knowledge and understanding of your associates so that they can move upward if so desired.

**Employee and Customer Safety**

- Operates a safe environment that minimizes the risk for employee and customer accidents
- Implements and directs efficient stocking processes that reduce repetitive lifting activity

5

VG

Focus on safety in 2009 by making sure all employees follow all safety guidelines when it comes to working in your store. Keep your store safe for all customers, by teaching employees the guidelines on running and working in a safe store.

**ASSIGN AN OVERALL PERFORMANCE REVIEW RATING:**

6

☐

Outstanding

☐

Very Good

☒

Good

☐

Needs Improvement

☐

Unsatisfactory

**SIGN AND DATE**

X Debra Eddy  
Store Manager Signature

2/27/09  
Date

X [Signature]  
District Manager Signature

2/27/09  
Date

X [Signature]  
Regional Manager Signature

2/20/09  
Date**CHECK YES OR NO**

Have you complied with our Code of Business Conduct and Ethics this year?

To your knowledge, have you complied with all applicable laws and regulations while acting on our behalf?

SELF

☒ YES ☐ NO☒ YES ☐ NO

RATER

☒ YES ☐ NO☒ YES ☐ NO**CORPORATE COMPLIANCE**

Failure to adhere to corporate compliance will result in an overall unsatisfactory rating and may include disciplinary action up to and including termination.



Employee Identification Number

Debra Eddy

9880

Store Manager Name

Store Number

**DOLLAR GENERAL****2008 Store Manager Performance Review**

Lee Holcomb

245

3

District Manager Name

District Number

Division Number

Tim Lester

12

2008

Region Manager Name

Region Number

Review Date

**1. BUSINESS RESULTS AND OPERATIONS**

Assess operational performance. Use results from the Store Visit Scorecards, Monthly Store Report, Weekly Store Summary and your general observations to summarize the employee's ability to meet performance expectations. Write Coaching Notes to help improve performance or to reinforce good performance.

**RATINGS**

O - Outstanding  
VG - Very Good  
G - Good  
NI - Needs Improvement  
U - Unsatisfactory

		3	4A	5A
MEASUREMENTS	WEIGHT	RESULT	NOTES	COACHING NOTES
<b>Sales vs. Plan</b> <ul style="list-style-type: none"> <li>Achieves sales plan</li> <li>Reviews sales to budget with store team and discusses sales building ideas</li> <li>Utilizes HMAP to ensure that planograms, planners and endcaps are set to standard and schedule</li> <li>Generates and implements sales building ideas for driving profit</li> <li>Ensures daily recovery occurs</li> <li>Trains and coaches store team on delivering customer service - greeting, assisting, thanking, and inviting back</li> </ul>	15	ACT TO PLAN 109.51 CO-P 14.48	O	Drive sales in 2009 by following the model store standards in your store. Focus on clean, in-stock and recovered. We must institute and maintain the recovery program from hourly to closing recovery. We must set every plan-o-gram and every monthly MMAP on a timely basis and set with 100% execution. We must discuss sales performance with every employee everyday.
<b>Shrink Management</b> <ul style="list-style-type: none"> <li>Achieves shrink improvement goal</li> <li>Ensures completion and understands the use of the STARS Shrink Poster, Transaction Analysis Log and STARS Huddles</li> <li>Reviews the Communication Center regularly and explains the information to employees as appropriate</li> <li>Always knows the weekly inventory level</li> <li>Ensures proper cash handling</li> <li>Clears Transaction Sheet on a monthly basis</li> <li>Ensures accuracy of vendor receipts using the RRF</li> <li>Trains new associates on shrink procedures and Team Commitment</li> </ul>	15	TY 2.28 LY 1.63	VG	In 2009 we must coach and teach around the communication center to all your employees. We must have compliance on filling out all parts of this program. We must make sure all team members have a good understanding of shrink and shrink awareness and we must have every employees commitment that they will help eliminate shrink both externally and internally. We must hold all employees accountable for their performance and coach around the indicators to drive positive performance. We must follow all policies and procedures when it comes to shrink management and be committed to 100% execution.
<b>Store Standards/Processes</b> <ul style="list-style-type: none"> <li>Achieves and maintains Model Store Standards per plan</li> <li>Ensures that all planograms are set, and all seasonal displays, clipstrips, sidewings, ledges and capshelves are maintained</li> <li>Ensures that HMAP process is consistently executed in a timely and accurate manner</li> <li>Implements actions on SVS Action Plan</li> <li>Ensures all daily, weekly, monthly housekeeping activities are completed</li> <li>Trains all associates in company Standard Operating Procedures</li> <li>Trains the store team in proper use of processes/tools to complete assigned tasks and responsibilities</li> <li>Fully utilizes SOP Manual, Store Schedule, EZPlanner, Communication Center, Damage/Markdown and SVS Action Plan to manage daily operations to standards</li> <li>Ensures store team provides friendly service consistently</li> </ul>	25		NI	In 2009 we must achieve or maintain the model store standards in your store. We must have a plan of action in your store that will execute this program and maintain the highest standards. we must teach our employees what model store is and hold them to that standard. We must utilize the tools in front of us to help drive the processes that will get us to model store. Programs like the EZ planner, MMAP process, recovery process, T+1, T+2 process. We must follow the action plans set forth on SVS visits and complete on a timely basis. We must also have a sense of urgency and ownership to drive every process to 100% execution.
<b>Expense Management</b> <ul style="list-style-type: none"> <li>Reviews the Monthly Store Report for expense control opportunities such as utilities, supplies, etc. and takes action</li> <li>Manages store labor % and dollars to plan; manages other expenses to plan</li> </ul>	10		U	In 2009 we must manage our expenses to plan and drive unnecessary spending away. We must be aware of our labor dollars and spend only what is given to us. I want you to review weekly and monthly reports and react to any adjustments to expenses. OT 339 hrs

01

U. S. Department of Justice  
Immigration and Naturalization ServiceOMB No. 11 15-0136  
Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE. It is illegal to discriminate against work eligible individuals. **EMPLOYERS CANNOT SPECIFY WHICH DOCUMENT(S) THEY WILL ACCEPT FROM AN EMPLOYEE.** The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

## Section 1: EMPLOYEE Information and Verification

To be completed and signed by employee at the time employment begins.

Print Name: Last <b>EDDY</b>	First <b>DEBRA</b>	Middle Initial <b>L</b>	Maiden Name <b>Simms</b>
Address (Street Name and Number) <b>719 Thomas Run Road</b>		City <b>Blacksville</b>	State <b>WV</b>
Zip Code <b>26052</b>		Date of Birth (month/day/year) <b>02-19-62</b>	Social Security # <b>[REDACTED]</b>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☒ A citizen or national of the United States  
☐ A Lawful Permanent Resident (Alien # A)  
☐ An alien authorized to work until (Alien # or Admission #)

Employee's Signature **[Signature]** Date (month/day/year) **08-23-05**

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer/Translator's Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
 Address (Street Name and Number, City, State, Zip Code) \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

## Section 2: EMPLOYER Review and Verification

To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s).

LIST A	OR	LIST B	AND	LIST C
DOCUMENT TITLE: _____		<b>Driver Lic.</b>		<b>Social Security Card</b>
ISSUING AUTHORITY: _____		<b>State of West Virginia</b>		<b>U.S.A.</b>
DOCUMENT #: _____		<b>[REDACTED]</b>		<b>[REDACTED]</b>
Expiration Date (if any): _____		<b>2/19/07</b>		<b>N/A</b>
Document #: _____				
Expiration Date (if any): _____				

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) **8/25/05** and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <b>[Signature]</b>	Print Name <b>Philip M. Childs</b>	Title <b>DM</b>
Business or Organization Name <b>DOLLAR GENERAL - Store # 9880</b>	Address (Street Name and Number, City, State, Zip Code) <b>[REDACTED]</b>	Date (month/day/year) <b>8/25/05</b>

## Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable) _____	B. Date of rehire (month/day/year) (if applicable) _____
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment	
Document Title: _____	Document #: _____
Expiration Date (if any): _____	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_



Employee Identification Number

Eddy, Debra

9880

Store Manager Name

Store Number

**DOLLAR GENERAL****2009 Store Manager Performance Review****II. PEOPLE MANAGEMENT**

Assess the employee's ability to create and manage a strong team that contributes to total business success. Use measures and observations of categories below to assess performance levels. Write Coaching Notes to help improve performance or to reinforce good performance.

**RATINGS**

O - Outstanding  
VG - Very Good  
G - Good  
NI - Needs Improvement  
U - Unsatisfactory

		4B	5B
LEADERSHIP RESPONSIBILITIES		WEIGHT	RATING
<b>Demonstrated Leadership and Management Ability</b> <ul style="list-style-type: none"> <li>Consistently demonstrates the ability to be proactive and stay focused on tasks, projects and activities to meet assigned goals/deadlines in a timely manner. Able to sort and assign work in appropriate way</li> <li>Expresses thoughts effectively and concisely while actively listening to others</li> <li>Remains calm and professional when faced with challenging situations</li> <li>Continues to be productive when faced with uncertainty or changing priorities and creates an environment of continuous improvement</li> <li>Expresses honest opinions and maintains position even when it is unpopular to do so, when appropriate</li> <li>Makes timely and effective decisions using good judgment when faced with multiple, conflicting and sometimes insufficient data</li> <li>Models Serving Others to store team and customers provides positive reinforcement</li> <li>Addresses coaching opportunities and administers counseling as necessary</li> <li>Ensures that all employees follow Company policies and procedures</li> <li>Values include integrity, respect for dignity and diversity of others, professional maturity, team success</li> </ul>		10	NI
<b>Team Effectiveness and Strength</b> <ul style="list-style-type: none"> <li>Relentless focus on exceeding expectations with the quality of work delivered</li> <li>Forms partnerships with coworkers to find common ground and leverage outcomes</li> <li>Coaches team members on all operational functions</li> <li>Anticipates and involves others who will be impacted by decisions and actions</li> <li>Low conflict and minimal employee relations incidents</li> </ul>		10	NI
<b>Staffing, Training and Developing</b> <ul style="list-style-type: none"> <li>Assistant manager is well trained and able to operate the store in the store manager's absence</li> <li>Sales associates receive orientation, training and guidance</li> <li>Initiates development plans for employees with upward potential</li> <li>Recognizes positive improvements and accomplishments</li> <li>Assigns work as appropriate toward the goal of training and developing employees</li> <li>Hires and retains productive team members</li> <li>Assistant store manager and sales associate turn is minimal or improving</li> <li>Places a priority on filling open positions</li> </ul>		10	NI
<b>Employee and Customer Safety</b> <ul style="list-style-type: none"> <li>Operates a safe environment that minimizes the risk for employee and customer accidents</li> <li>Implements and directs efficient stocking processes that reduce repetitive lifting activity</li> </ul>		5	O

Your leadership in 2009 was almost transparent. In 2010, you must ensure your store team receives proper focus and attention. Your decision making and communications lacked clarity and precision.

In 2010, I need you use your knowledge, experience and wisdom to influence the performance and execution of your team while holding them accountable. You must be a strong and powerful voice within your store.

You must demonstrate a relentless focus on expectations and quality of work with your teams efforts to deliver results. There several personnel or employee relation issues in 2009. Continue to solicit District support by forming partnerships with sister stores and leverage your team's knowledge and skills with those team members that are struggling.

Staffing has presented opportunities for your team in 2009. LSA turnover rate is at 428% and leading the district while SA turnover is at 162% YTD. In 2010, emphasis is needed in team development. Ensure both ASM and LSA are capable and knowledgeable in the Store Processes and Business Performance. Review and educate team on current sales trends, merchandising presentation and shrink indicators (Comm Center - STARS - TAL, etc). Ensure they are able to speak to business trends and respond to indicators during SM absence. Providing detailed follow up to store administrations and communications.

Ensure timely training of Safety CBL modules especially during the on-boarding of new hired team members. Ensure compliance to safe work habits and proper use of safety tools and equipment.

**ASSIGN AN OVERALL PERFORMANCE REVIEW RATING:**

6 Outstanding      Very Good      Good      Needs Improvement      Unsatisfactory

**SIGN AND DATE**

7 *Debra Eddy* 4-3-10  
Store Manager Signature Date  
X *[Signature]* 4-3-10  
District Manager Signature Date

**CHECK YES OR NO**

Have you complied with our Code of Business Conduct and Ethics this year? To your knowledge, have you complied with all applicable laws and regulations while acting on our behalf?

SELF ☒ YES ☐ NO ☒ YES ☐ NO

RATER ☒ YES ☐ NO ☒ YES ☐ NO

**CORPORATE COMPLIANCE**

Failure to adhere to corporate compliance will result in an overall unsatisfactory rating and may include disciplinary action up to and including termination.

Employee Identification Number

Eddy, Debra

9880

Store Manager Name

Store Number

**DOLLAR GENERAL****2009 Store Manager Performance Review**

2	Holcomb, Lee	245	3
	District Manager Name	District Number	Division Number
	Lester, Tim	12	4-3-10
	Region Director Name	Region Number	Review Date

**1. BUSINESS RESULTS AND OPERATIONS**

Assess operational performance. Use results sent with this document, from Store Operations, as well as your general observations to summarize the employee's ability to meet performance expectations. Write Coaching Notes to help improve performance and to reinforce good performance.

**RATINGS**

- O - Outstanding
- VG - Very Good
- G - Good
- NI - Needs Improvement
- U - Unsatisfactory

MEASUREMENTS	WEIGHT	3	4A	5A
		INDEX TO PLAN	RATING	COACHING NOTES
<b>Sales vs. Plan</b> <ul style="list-style-type: none"> <li>Achieves sales plan</li> <li>Reviews sales to budget with store team and discusses sales building ideas</li> <li>Utilizes MMAP to ensure that planograms, planners and endcaps are set to standard and schedule</li> <li>Models the Find-Fix-Fill behavior to achieve expected in-stock levels</li> <li>Ensures daily recovery occurs</li> <li>Trains and coaches store team on delivering customer service - greeting, assisting, thanking, and inviting back</li> </ul>	15	101.31%	VG	<p>Good job in sales for 2009 - store increased 9.54% over LY and achieved plan by 101.31%.</p> <p>In 2010 our focus must revolve around process execution in order to deliver improved results: Ensuring timely execution of MAG and Planogram Sets. Executing hourly recovery program with nightly detail direction. Driving in-stocks by executing T - T1 - T2 so that T3 OHA are accurate and timely. Train and educate team on T6 "find and fill" so that in-stock levels are maximized. Setting Customer Connection Standards at the frontend to ensure each customer is presented a Dollar General Brand Experience.</p>
<b>Shrink Management</b> <ul style="list-style-type: none"> <li>Achieves shrink improvement goal</li> <li>Ensures completion and understands the use of the STARS Shrink Poster, Transaction Analysis Log and STARS Audits</li> <li>Reviews the Communication Center regularly and explains the information to employees as appropriate</li> <li>Always knows the weekly inventory level</li> <li>Ensures proper cash handling</li> <li>Clears Transaction Sheet on a monthly basis</li> <li>Ensures accuracy of vendor receipts using the HHT</li> <li>Trains new associates on shrink procedures and Team Commitment</li> </ul>	15	.38%	O	<p>Shrink Management in 2009 was delivered by you and your team with an inventory result of 1.45% and was below your goal of 1.82%.</p> <p>In 2010 it will be critical to increase the awareness of your team: Weekly completion of the Communication Center (STARS Poster). Daily completion TAL followed up by weekly review of performance with each associate (Basket - Cash Accountability). Provide associates with proper training on shrink control by ensuring all CBL modules are completed timely (Orientation, HHT, Robbery, etc.) Ensuring a detailed and routine review of monthly TA Sheet to validate inventory adjustments and levels.</p>
<b>Store Standards/Processes</b> <ul style="list-style-type: none"> <li>Achieves and maintains Model Store Standards per plan</li> <li>Ensures that all planograms are set, and all seasonal displays, clipstrips, skidwings, ledges and capshelves are maintained</li> <li>Ensures that MMAP process is consistently executed in a timely and accurate manner</li> <li>Implements actions on SVS Action Plan</li> <li>Ensures all daily, weekly, monthly housekeeping activities are completed</li> <li>Trains all associates in company Standard Operating Procedures</li> <li>Trains the store team in proper use of processes/tools to complete assigned tasks and responsibilities</li> <li>Fully utilizes SOP Manual, Store Schedule, Daily Planner, Communication Center, Damage/Markdowns and SVS Action Plan to manage daily operations to standards</li> <li>Ensures store team provides friendly service consistently</li> </ul>	25		NI	<p>At times, in 2009, we allowed our Store Standards and Processes slip. Overall store ratings were at a Near Model Store. Our Customer Connection OSAT was at 64.9% vs. a goal of 66.8%</p> <p>In 2010, we must deliver a Model Store to our customer on a daily basis. Daily execution of the Daily Planner to ensure team stays on task (Planogram - MAG Set Clipstrip and Skidwing Detail) provide MOD follow up. Establish routine "housekeeping" guidelines and task to include a detailed frontend execution of cleaning and in-stock levels. Daily execution of hourly recovery and to ensure nightly detail is delivered. Focus on process execution and to ensure stocking tasks are concluded at 10 AM allowing for an uncluttered shopping experience for our customer. Teach and train associates to impact in-stock levels by proper execution of endcap maintenance (following "fill-in" program in Monthly MAG)</p>
<b>Expense Management</b> <ul style="list-style-type: none"> <li>Reviews the Monthly Store Report for expense control opportunities such as utilities, supplies, etc. and takes action</li> <li>Manages store labor % and dollars to plan; manages other expenses to plan</li> </ul>	10		VG	<p>Nice job in 2009 with an EBITDA result of 109.93% (\$25,000 above plan).</p> <p>In 2010 we must continue to focus on payroll expense and minimizing overtime by ensuring adequate staffing and timely training. Monitor expense categories monthly to ensure plans are achieved</p>



**DOLLAR GENERAL****Personnel Action Form**

LOCATION/STORE NUMBER

9880 Blacks ville

Please print in black ink. Complete only sections that are changing. See reverse side for complete instructions.

Employee Identification Number:

130501

(required for processing)

Employee Name: DEBRA EDDY

(Add leading zeros if necessary (e.g. 06/03/2003))

EFFECTIVE DATE OF CHANGE: 06/02/2010

**PERSONAL CHANGES****NEW MARITAL STATUS**☐ Married☐ Single

RESET CHECK BOXES

**NAME CHANGE**

Previous Name:

New Name:

(Must attach a copy of Social Security Card showing the new legal name - required for processing)

**NEW ADDRESS**

Street Address: 7237 Mason Dixon Highway

City:

State:

Zip:

County:

**NEW HOME PHONE NUMBER**

(Cell)

**JOB CHANGES**☐ Promotion☐ Demotion

RESET CHECK BOXES

☐ Lateral Transfer☐ Pay Increase**DEPARTMENT/STORE COST CENTER**

From:

To:

**RATE OF PAY**

From:

To:

(Region manager must submit changes for store employees)

**JOB CODE**

From:

To:

(Must change if promotion or demotion)

**SHIFT CODE**

From:

To:

**POSITION/TITLE**

From:

Supervisor:

To:

Supervisor:

**JOB STATUS**☐ Full Time☐ Part Time

RESET CHECK BOXES

☐ DG Temporary

Comments:

I certify that the above information is correct.

X-1 Debra Eddy

EMPLOYEE SIGNATURE

6-2-10

DATE

**REASON FOR SEPARATION**

(Add leading zeros if necessary (e.g. 06/03/2003))

Termination Date: / /

Last Day Worked: / /

**VOLUNTARY TERMINATION (RESIGN)**

RESET CHECK BOXES

- ☐ Q1 Dissatisfied with employment
- ☐ Q70 Failed to return to work from leave
- ☐ Q6 Health reasons (see instructions on reverse side for explanation)
- ☐ Q4 Moved from area
- ☐ Q5 Personal reasons
- ☐ Q2 Pursue another job
- ☐ Q71 Resigned during investigation
- ☐ Q7 Retirement (see instructions on reverse side for explanation)
- ☐ Q3 Return to school
- ☐ Q8A Without notice 3 consecutive work days, no call no show
- ☐ Q8B Without notice walked off job during scheduled work hours
- ☐ Q8C Without notice 2 consecutive work days (DCs only), no call no show
- ☐ Q8 Without notification Other (comments required for processing)

**INVOLUNTARY TERMINATION**

RESET CHECK BOXES

(See instructions on reverse side prior to termination)

- ☐ S2 Background check Failed
- ☐ 49 Drug/Alcohol Failed test
- ☐ S0 Drug/Alcohol Refused test
- ☐ S1 Drug/Alcohol Violation of policy
- ☐ 14 Excessive absenteeism/tardiness
- ☐ 48 Falsification of employment paperwork
- ☐ 41 Falsifying records
- ☐ 42 Inappropriate conduct (comments required for processing)
- ☐ 13 Insubordination (comments required for processing)
- ☐ 10 Not meeting performance standards
- ☐ 44 Unauthorized removal or use of company property
- ☐ 46 Violation of company policy/procedure (comments required for processing)
- ☐ 47 Violation of safety rules
- ☐ 45 Violation of Workplace Violence policy
- ☐ 43 Mishandling or failure to protect company funds or assets other
- ☐ B0 Cash shortages/overages
- ☐ B1 Missing deposits
- ☐ B2 Gave keys to unauthorized person
- ☐ B3 Failure to make timely deposits
- ☐ B4 Sliding merchandise
- ☐ B5 Written admission of theft (partnership with Loss Prevention required)
- ☐ B6 Unacceptable shrink
- ☐ B7 Violation of Refund/Return/Void policy
- ☐ B8 Violation of Employee Purchase policy

**LEAVE OF ABSENCE**

**FMLA Leave and Company Medical Leave** - The employee or manager must contact the Unum Leave Management Center at 1-866-DGS-FMLA (1-866-347-3652) to request a family or medical leave of absence. See the Handbook for notice guidelines.

Other Leave Programs - see reverse side for explanation.

Workers' Compensation - Notify Risk Management at 1-800-456-9446 for Workers' Compensation leave approval.

**MISCELLANEOUS**

RESET CHECK BOXES

- ☐ 15 Death
- ☐ 16 Elimination of position (DC/Store Support Center only)
- ☐ 60 Hired but never worked
- ☐ 62 Internship completed
- ☐ 19 Lack of work
- ☐ 18 Store closing other (comments required for processing)
- ☐ 18A Store closing natural disaster (tornado, fire, etc.)
- ☐ 17 Other (comments required for processing)
- ☐ 66 Temporary Assignment Ended

I certify that the above information is correct.

X-1 Debra Eddy

MANAGER/SUPERVISOR SIGNATURE

6-2-10

DATE



Employee Identification Number

Debra Eddy

Store Manager Name

9880

Store Number

**DOLLAR GENERAL****2010 Store Manager Performance Review**

2 Scott Biddle District Manager Name 245 District Number 3 Division Number  
 Tim Lester Regional Director Name 12 Region Number 3/22/11 Review Date

**I. BUSINESS RESULTS AND OPERATIONS**

Assess operational performance. Use results sent with this document, from Store Operations, as well as your general observations to summarize the employee's ability to meet performance expectations. Write Coaching Notes to help improve performance and to reinforce good performance.

**RATINGS**

O - Outstanding  
 VG - Very Good  
 G - Good  
 NI - Needs Improvement  
 U - Unsatisfactory

MEASUREMENTS	WEIGHT	3 BUCK TO PLAN	4A RATING	5A COACHING NOTES
<b>Sales vs. Plan</b> <ul style="list-style-type: none"> <li>Achieves sales plan</li> <li>Reviews sales to budget with store team and discusses sales building ideas</li> <li>Utilizes Monthly Activity Guide to ensure that planograms, planners and endcaps are set to standard and schedule</li> <li>Effectively manages and implements Plan, Fill and Fix processes and achieves in-stock goals</li> <li>Ensures daily recovery occurs</li> <li>Trains and coaches store team on delivering customer service - greeting, assisting, marking, and inviting back</li> </ul>	15	101	G	<ul style="list-style-type: none"> <li>You and your team must be aware of sales budgets and what steps must be taken to achieve them.</li> <li>Focus on customer surveys. What are they telling us? How do we fix it?</li> <li>The MAG should be completed on time and accurately pay close attention to details spacing, signing and JLP.</li> <li>We need to ensure you are the 7 day work flow champion in your building to ensure all processes are in place and followed if you are present or not.</li> <li>Continue to drive the recovery focus. We need the bring this process to the level that a great recovery is expected as part of the culture in your building and a all processes in place to achieve it are second nature to your team.</li> </ul>
<b>Shrink Management</b> <ul style="list-style-type: none"> <li>Achieves shrink improvement goal</li> <li>Ensures completion and understands the use of the STARS Shrink Poster, Transaction Analysis Log and STARS Huddles</li> <li>Reviews the Communication Center regularly and explains the information to employees as appropriate</li> <li>Always knows the weekly inventory level</li> <li>Ensures proper cash handling</li> <li>Clears Transaction Sheet on a monthly basis</li> <li>Ensures accuracy of vendor receipts using the HHT</li> <li>Trains new associates on shrink procedures and Team Commitment</li> </ul>	15	1.53	VG	<ul style="list-style-type: none"> <li>Communication boards are completed according to company policies. We must ensure that the communication boards are used to teach and train our employees. Your team must understand why the information is important and what it tells us about our buildings.</li> <li>As the store manager you need to have daily conversations with your team regarding any out of bounds measurements on the communication board.</li> <li>Ensure that all key holders are aware of and can speak to inventory builds and trends.</li> <li>Ensure that you are watching and logging activities from CCTV.</li> <li>Working and clearing TA sheets should be a task that shows up on your daily planner so you can spend the time needed to ensure accuracy.</li> <li>Vendors must be more closely monitored in the coming year accountability for debits and credits should be reviewed and all vendors must be checked in under CCTV.</li> </ul>
<b>Store Standards/Processes</b> <ul style="list-style-type: none"> <li>Achieves and maintains Model Store Standards per plan</li> <li>Ensures that all planograms are set, and all seasonal displays, clipstrips, sidewings, endcaps and cardinals are maintained</li> <li>Ensures that Monthly Activity Guide process is consistently executed in a timely and accurate manner</li> <li>Implements actions on SVS Action Plan</li> <li>Ensures all daily, weekly, monthly housekeeping activities are completed</li> <li>Trains all associates in company Standard Operating Procedures</li> <li>Trains the store team in proper use of processes/tools to complete assigned tasks and responsibilities</li> <li>Fully utilizes SOP Manual, Store Schedule, Daily Planner, Communication Center, Damage/Warroom and SVS Action Plan to manage daily operations to standards</li> <li>Ensures store team provides friendly service consistently</li> </ul>	25		G	<p>This area will be the most critical to effect going forward everything we do in our stores is effected by how well we execute processes and maintain store standards.</p> <ul style="list-style-type: none"> <li>Your team must understand what Model looks like and that it can be achieved if we use all of the tools available and complete processes.</li> <li>The MAG, Planos, clipstrips and sidewings should be set accurately and timely all employees should be taught to set JLP.</li> <li>The communication board should be used to tracks and monitor wins and opportunities for the team. Each employee should be able to start there day at the communication board and know exactly what is happening in the building that day.</li> <li>The store should put together an action plan after each SVS visit and e-mail the DM their plans to address any issues uncovered during the visit.</li> <li>All team members should know what 7 day work flow is and why it is important to the building</li> <li>We needed the staffed and properly scheduled to execute all process.</li> <li>Your team must be aware of the district cleaning schedule and must execute it daily.</li> </ul>
<b>Expense Management</b> <ul style="list-style-type: none"> <li>Reviews the Monthly Store Report for expense control opportunities such as utilities, supplies, etc. and takes action</li> <li>Manages store labor budget (hours and dollars) to plan; manages other expenses to plan</li> </ul>	10		VG	<ul style="list-style-type: none"> <li>Employees should be held accountable for productivity standards.</li> <li>Stores must be staffed in order to avoid over time expenditures.</li> <li>Weekly labor stats should be reported by 9am every Saturday and must be reported accurately.</li> </ul>

Employee Identification Number

Debra Eddy

Store Manager Name

9880

Store Number

1

**DOLLAR GENERAL****2010 Store Manager Performance Review****II. PEOPLE MANAGEMENT**

Assess the employee's ability to create and manage a strong team that contributes to total business success. Use measures and observations of categories below to assess performance levels. Write Coaching Notes to help improve performance or to reinforce good performance.

**RATINGS**

- O - Outstanding
- VG - Very Good
- G - Good
- NI - Needs Improvement
- U - Unsatisfactory

		4B	5B
LEADERSHIP RESPONSIBILITIES		WEIGHT	RATING
<b>Demonstrated Leadership and Management Ability</b> <ul style="list-style-type: none"> <li>Consistently demonstrates the ability to be proactive and stay focused on tasks, projects and activities to meet assigned goals/deadlines in a timely manner. Able to sort and assign work in appropriate way.</li> <li>Expresses thoughts effectively and concisely while actively listening to others.</li> <li>Remains calm and professional when faced with challenging situations.</li> <li>Continues to be productive when faced with uncertainty or changing priorities and creates an environment of continuous improvement.</li> <li>Expresses honest opinions and maintains position even when it is unpopular to do so, when appropriate.</li> <li>Makes timely and effective decisions using good judgment when faced with multiple, conflicting and sometimes insufficient data.</li> <li>Models Serving Others to store team and customers provides positive reinforcement.</li> <li>Addresses coaching opportunities and administers counseling as necessary.</li> <li>Ensures that all employees follow Company policies and procedures.</li> <li>Values include integrity, respect for dignity and diversity of others, professional maturity, team success.</li> </ul>		10	NI
<b>Team Effectiveness and Strength</b> <ul style="list-style-type: none"> <li>Relentless focus on exceeding expectations with the quality of work delivered.</li> <li>Forms partnerships with coworkers to find common ground and leverage outcomes.</li> <li>Cross trains team members on all operational functions.</li> <li>Anticipates and involves others who will be impacted by decisions and actions.</li> <li>Low conflict and minimal employee relations incidents.</li> </ul>		10	NI
<b>Staffing, Training and Developing</b> <ul style="list-style-type: none"> <li>Assistant manager is well trained and able to operate the store in the store manager's absence.</li> <li>Sales associates receive orientation, training and guidance.</li> <li>Initiates development plans for employees with upward potential.</li> <li>Recognizes positive improvements and accomplishments.</li> <li>Assigns work as appropriate toward the goal of training and developing employees.</li> <li>Hires and retains productive team members.</li> <li>Assistant store manager and sales associate turn is minimal or improving.</li> <li>Places a priority on filling open positions.</li> </ul>		10	G
<b>Employee and Customer Safety</b> <ul style="list-style-type: none"> <li>Operates a safe environment that minimizes the risk for employee and customer accidents.</li> <li>Implements and directs efficient stocking processes that reduce repetitive lifting activity.</li> </ul>		5	G

- You must be the point person for your building at all times. You have to set deadlines and priorities for your team ensure productivity and keep the team focused on your goals.

- You must address all coaching opportunities proactively and immediately.

- effective decisions when faced with difficult decisions.

- Must remain calm even when faced with challenging situations.

- You are the leader and you set the tone for the entire store. Lead by example and your team will be more receptive to your message.

- You must be committed to recruiting and maintaining a high performing accountable team.

- Set the bar high for team member expectations and they will reach it.

- You must be the first line of defense for managing conflict in your building you must handle conflict proactively.

- your team can be great when focused on the right things.

- Staffing with the right people at the right time must be your first priority.

- Celebrate the wins with your team.

- Focus on creating a developmental culture in your build where the team is invested in overall success.

- All open positions must be filled quickly in order to maintain optimal productivity.

- Great job with training.

- Create a safe atmosphere in the building.

- Follows 7 day work flow to reduce obstacles on the sales floor.

- Store needs to follow all opening and closing procedures.

**ASSIGN AN OVERALL PERFORMANCE REVIEW RATING:**

6      ☐ Outstanding      ☐ Very Good      ☒ Good      ☐ Needs Improvement      ☐ Unsatisfactory

**CHECK YES OR NO**

7	SELF	Have you complied with our Code of Business Conduct and Ethics this year?	<input checked="" type="radio"/> YES <input type="radio"/> NO	To your knowledge, have you complied with all applicable laws and regulations while acting on our behalf?	<input checked="" type="radio"/> YES <input type="radio"/> NO
	RATER		<input checked="" type="radio"/> YES <input type="radio"/> NO		<input checked="" type="radio"/> YES <input type="radio"/> NO

**SIGN AND DATE**

x *Debra Eddy*  
Store Manager Signature

x *Debra Eddy*  
District Manager Signature

3/20/11  
Date

3/25/11  
Date

8



**DOLLAR GENERAL Personnel Action Form**

LOCATION/STORE NUMBER

9880

Please print in black ink. Complete only sections that are changing. See reverse side for complete instructions.

Employee Identification Number:                       
(required for processing)Employee Name: Debra Eddy  
(Add leading zeros if necessary (e.g. 06/01/2008))EFFECTIVE DATE OF CHANGE: 0 5 / 2 7 / 2 0 1 1**PERSONAL CHANGES****NEW MARITAL STATUS**☐ Married ☐ Single**NAME CHANGE**Previous Name:                     New Name:                       
(Must attach a copy of Social Security Card showing the new legal name - required for processing)**NEW ADDRESS**Street Address:                     City:                     State:                      Zip:                      County:                     **NEW HOME PHONE NUMBER**(        )        -              **JOB CHANGES**☐ Promotion ☐ Demotion  
☐ Lateral Transfer ☐ Pay Increase**DEPARTMENT/STORE COST CENTER**From:                      To:                     **RATE OF PAY**From:                      To:                     

(Region manager must submit changes for store employees)

**JOB CODE**From:                      To:                     

(Must change if promotion or demotion)

**SHIFT CODE**From:                      To:                     **POSITION/TITLE**From:                      Supervisor:                     To:                      Supervisor:                     **JOB STATUS**☐ Full Time ☐ Part Time  
☐ DG TemporaryComments:                       
                      
                    

I certify that the above information is correct.

**X**

EMPLOYEE SIGNATURE

DATE

**REASON FOR SEPARATION**

(Add leading zeros if necessary (e.g. 06/01/2008))

Termination Date: 0 5 / 2 7 / 2 0 1 1Last Day Worked: 0 5 / 2 7 / 2 0 1 1**VOLUNTARY TERMINATION (RESIGN)**

- ☐ 01 Dissatisfied with employment  
☐ 70 Failed to return to work from leave  
☐ 06 Health reasons (see instructions on reverse side for explanation)  
☐ 04 Moved from area  
☐ 05 Personal reasons  
☐ 02 Pursue another job  
☐ 71 Resigned during investigation  
☐ 07 Retirement (see instructions on reverse side for explanation)  
☐ 03 Return to school  
☐ 08A Without notice - 3 consecutive work days, no call-no show  
☐ 08B Without notice - walked off job during scheduled work hours  
☐ 08C Without notice - 2 consecutive work days (DCs only), no call-no show  
☐ 08 Without notification - Other (comments required for processing)

**INVOLUNTARY TERMINATION**

(See instructions on reverse side prior to termination)

- ☐ 52 Background check - Failed  
☐ 49 Drug/Alcohol - Failed test  
☐ 50 Drug/Alcohol - Refused test  
☐ 51 Drug/Alcohol - Violation of policy  
☐ 14 Excessive absenteeism/tardiness  
☐ 48 Falsification of employment paperwork  
☐ 41 Falsifying records  
☐ 42 Inappropriate conduct (comments required for processing)  
☐ 13 Insubordination (comments required for processing)  
☐ 10 Not meeting performance standards  
☐ 44 Unauthorized removal or use of company property  
☐ 46 Violation of company policy/procedure (comments required for processing)  
☐ 47 Violation of safety rules  
☐ 45 Violation of Workplace Violence policy  
☐ 43 Mishandling or failure to protect company funds or assets - other  
☐ 80 Cash shortages/overages  
☐ 81 Missing deposits  
☐ 82 Gave keys to unauthorized person  
☐ 83 Failure to make timely deposits  
☐ 84 Sliding merchandise  
☒ 85 Written admission of theft (partnership with Loss Prevention required)  
☐ 86 Unacceptable shrink  
☐ 87 Violation of Refund/Return/Void policy  
☐ 88 Violation of Employee Purchase policy

**LEAVE OF ABSENCE**

FMLA Leave and Company Medical Leave - The employee or manager must contact the Unum Leave Management Center at 1-866-DGS-FMLA (1-866-347-3652) to request a family or medical leave of absence. See the Handbook for notice guidelines.

Other Leave Programs - see reverse side for explanation.

Workers' Compensation - Notify Risk Management at 1-800-456-9446 for Workers' Compensation leave approval.

**MISCELLANEOUS**

- ☐ 15 Death  
☐ 16 Elimination of position (DC/Store Support Center only)  
☐ 60 Hired but never worked  
☐ 62 Internship completed  
☐ 19 Lack of work  
☒ 18 Store closing - other (comments required for processing)  
☐ 18A Store closing - natural disaster (tornado, fire, etc.)  
☐ 17 Other (comments required for processing)  
☐ 66 Temporary Assignment Ended

I certify that the above information is correct.

**X** Scott Biddle

6/8/11

MANAGER/SUPERVISOR SIGNATURE

DATE

Stores send to: HRIS DCs send to: DC Human Resources Department Store Support Center and Field Management send to: HR Coordinator, HRIS

DG-HRIS-5505 05/2008